

## Fund-Lead, Time-Critical Removal Process for Idiots

Site Name: United Zinc #1 Site

Step	Description	References/Help	Action Items	Done	Comments
Site Discovery/ Site Initiation	Varies from emergency responses to state referrals. Work with state coordinators: (SAM/OSC) Paul Roerman/Don Lininger-KS Jamie Bernard-Drakey/Paul Doherty-MO Brian Mitchell/Janice Kroone-NE Ron King/Jim MacDonald-IA	Work with state coordinators	Pre-CERCLIS Screening	<input checked="" type="checkbox"/>	
		Antionette Singletary can assist with forms for CERCLIS entry	Enter into CERCLIS	<input checked="" type="checkbox"/>	
Assessment	Larger projects may require meeting/coordination with RDT. May combine with PA/SI/ESI (again, work with state coordinators and Michelle Quick and Ron King)		Removal Site Evaluation	<input checked="" type="checkbox"/>	2 RDT meetings 5-31-06 & 6-28-06
			PA/SI/ESI (if applicable)	<input checked="" type="checkbox"/>	STATE Reports
	START activation (ICGE and TO)	Roy Crossland	IGCE/TO	<input checked="" type="checkbox"/>	Assessment - 1/19/06 Removal -
Form Regional Team	Team comprised of OSC, ORC, OEP, and others as necessary		Team Formed	<input checked="" type="checkbox"/>	
Data Transmittals	Required in "timely" manner (30 days)		Transmittals sent	<input checked="" type="checkbox"/>	
PRP Search	Document PRP search completed and counsel indicates no significant findings (if applicable)		PRP search completed (if applicable)	<input checked="" type="checkbox"/>	2-1-04
ARARs	Identify ARARs for Action Memorandum ARARs letter to state for state involvement Use boilerplate ARARs letter	EPA/540/P-91/0011 EPA/540/R-96-041 OSWER 9360.3-07	ARARs developed for AM/I&SE	<input checked="" type="checkbox"/>	
			Sent to state (date)	<input checked="" type="checkbox"/>	7-10-06
Action Levels	Action levels developed with assistance of risk assessor		Action levels developed	<input checked="" type="checkbox"/>	800 ppm RDT & Toxicologist Beninger

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Superfund

Action Memo	Finding of I&SE can be used if <\$50k Exemption request completed if >\$2m or >12mo (Scott/Ken-Cecilia-Marie-Carol-Jude-Terri-John)	Action Memo Guidance EPA/540/P-90/004	Action Memo/I&SE	<input type="checkbox"/>	
Initiate Action	ERRS--IGCE, SOW, DO (warrant required)	Terri Hankins,	IGCE/SOW	<input type="checkbox"/>	
	Separate START IGCE and TO required (if applicable)	Roy Crossland	IGCE/TO	<input type="checkbox"/>	
Community Involvement	CAP or Fact Sheet should be prepared	OEP CFR 300.415(n)	Identified OEP Coordinator	<input type="checkbox"/>	
			Fact Sheet/CAP	<input type="checkbox"/>	
Critical Documents File	Usually done by Antionette (ERRS PO and AM or I&SE)		ERRS PO and AM/I&SE in the critical docs file	<input type="checkbox"/>	
Administrative Record	Within 60d of initiation of action Needs to be advertised 30d comment period when appropriate	Records Center OEP CFR 300.800, 805,810,820	Administrative record in repository <i>and advertised</i>	<input type="checkbox"/>	
Update CERCLIS	Record/revise milestones	Antionette	CERCLIS current	<input type="checkbox"/>	
Cradle-to-gravel paper trail of waste	Off-site rule	Check with regional contacts. For R7: Kori Kuehl	Verification from off-site Rule Coordinator for receiving state (email,letter)	<input type="checkbox"/>	
	Manifests		Include with final report	<input type="checkbox"/>	
	Certificates of destruction		Include with final report	<input type="checkbox"/>	

POLREP	Enter information into WebEOC.		WebEOC site up	<input type="checkbox"/>	
	Print out final POLREP for files.		Final POLREP in file	<input type="checkbox"/>	
Final Report			Can be POLREP	<input type="checkbox"/>	
Documents to Records Center	Use new form for document check in.	Ron King for new form.	All pertinent records to file	<input type="checkbox"/>	